

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 04-048

TO: Charter School Operators, Business Managers, Principals, & Administrators

FROM: Philip Williams
Director of School Finance

DATE: May 5, 2004

SUBJECT: Fiscal Year 2004-2005 LEA Calendar

As mandated by A.R.S §15-1042, all local education agencies (LEA's) are required to submit their LEA calendar electronically to the Arizona Department of Education. For your convenience, a user guide is available to guide users through this process:

<http://www.ade.az.gov/schoolfinance/SAISSupport/LEACalendar/LEACalUserManual.pdf>.

The LEA Calendar application is available through common logon at <https://www.ade.az.gov/commonlogon>. If you do not have a common logon user account, please contact the ADE Support Center at (602) 542-7378; (866) 577-9636, or send an email to enterprise@ade.az.gov. Entity administrators or business managers can also use the Request Login function in common logon to request additional accounts. Permissions to update the LEA calendar for their own district or charter have already been set up for all school district and charter holder administrators.

IMPORTANT

The fiscal school year falls between July 1 and June 30. However, some entities have calendars that cross over/expand into a new fiscal year. If your school falls into this category, please execute the following two requests:

1. **Entity Student Management System Calendars:** Please mail a hard copy of your *student management system calendar* to ADE School Finance. This will provide School Finance with a list of dates that extend beyond the last date of the state managed LEA calendar (June 30th).
2. **State Managed LEA Calendar:** When building your calendar(s), please be sure to include all dates *up to and including* June 30th 2005. This will assist in representing the majority of your school calendar *within* the state managed LEA calendar system.

Comments or questions regarding the LEA Calendar application should be directed to Raphaela Conner, School Finance Unit, Arizona Department of Education, at (602) 542-8227 or via email to rconner@ade.az.gov.